

FISCAL YEAR 2013
SCHEDULE A

Effective July 1, 2012

Full-time, part-time and seasonal position classifications with corresponding compensation schedules

CLASS TITLE	GRADE/SCHEDULE	FLSA exempt status
Activity Instructor	Schedule C	exempt/seasonal
Administrative Analyst	NR3	exempt/professional
Administrative Assessor	M-2	exempt/executive
Administrative Assistant	TS-3	non-exempt
Administrative Coordinator	TS-4	non-exempt
Administrative Specialist	TS-4	non-exempt
Animal Control Officer	UR-2	non-exempt
Animal Inspector	Schedule C	Stipend
Applications Administrator	PT-5	exempt/professional
Assistant Administrative Assessor	PT-4	non-exempt
Assistant Cataloger	SS-3	non-exempt
Assistant Children's Librarian	SS-4	non-exempt
Assistant Director of Emergency Management	Schedule C	Stipend
Assistant Director of Public Library	NR-6	exempt/professional
Assistant Director of Public Works	N-4	exempt/executive
Assistant Director, Park & Recreation	PT-4	exempt/administrative
Assistant Program Coordinator	NR-1	non-exempt
Assistant Program Coordinator (PT)	Schedule C	non-exempt
Assistant Purchasing Agent/Office Mgr. DPW	NR-4	exempt/administrative
Assistant Superintendent	UR-5	exempt/executive
Assistant Superintendent, Fire Alarm	FA-2	non-exempt
Assistant to Planning Director	NR-3	exempt/professional
Assistant to Town Manager	NR-4	exempt/administrative
Assistant Town Accountant	NR-5	exempt/administrative
Assistant Town Clerk	NR-3	exempt/administrative
Assistant Town Engineer	UR-6	exempt/professional
Assistant Town Manager/Director of Finance	M-5	exempt/executive
Assistant Town Manager/Director of Operations	M-5	exempt/executive
Assistant Town Planner	NR-4	exempt/professional
Assistant Treasurer/Collector	NR-5	exempt/administrative
Assistant, Council on Aging	Schedule C	non-exempt
Associate Director, Council on Aging	PT-4	exempt/administrative
Autocad Technician	UR-2	non-exempt

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Building Inspector, Substitute	NR-5	non-exempt
Building Monitor	Schedule C	non-exempt
Canvasser	Schedule C	non-exempt
Care/Veterans Graves & Coordinator of Ceremonies	Schedule C	Stipend
Carpenter	BT-2	non-exempt
Chief Pumping Station Operator	W-7	non-exempt
Civil Engineer	UR-4	exempt/professional
Clerk	Schedule C	non-exempt
Committee Secretary	SS-3	non-exempt
Computer Operator	PT-1	non-exempt
Contract Administrator	UR-6	exempt/administrative
Council on Aging, Executive Director	M-2	exempt/executive
Craftsworker	BT-2	non-exempt
Custodian	BC-1	non-exempt
Data Collector	PT-1	non-exempt
Department Assistant 1	TS-1	non-exempt
Department Assistant 2	TS-2	non-exempt
Department Specialist	TS-3	non-exempt
Deputy Fire Chief	F-4	non-exempt
Deputy Fire Chief, Operations	F-4	non-exempt
Director of Conservation	M-1	exempt/professional
Director of Design and Construction	M-4	exempt/executive
Director of Economic Development	M-1	exempt/professional
Director of Emergency Management	Schedule C	Stipend
Director of Facilities Operations	N-4	exempt/executive
Director of Human Resources	M-3	exempt/executive
Director of Management Information Systems	M-3	exempt/executive
Director of Park and Recreation	M-2	exempt/executive
Director of Planning and Community Development	M-3	exempt/executive
Director of Public Health	M-3	exempt/executive
Director of Public Library	M-3	exempt/executive
Director of Public Works	N-5	exempt/executive
Director of Veterans' Services	M-1	exempt/executive
Director of Youth Services	M-2	exempt/executive
Division Superintendent, Highway	N-2	exempt/executive
Division Superintendent, Parks and Forestry	N-2	exempt/executive
Division Superintendent, Solid Waste/Recycling	N-2	exempt/executive
Division Superintendent, Water/Sewer	N-3	exempt/executive
Election Clerk	Schedule C	non-exempt
Election Inspector	Schedule C	non-exempt
Election Warden	Schedule C	non-exempt
Electrician	BT-3	non-exempt

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Enforcement Agent	Schedule C	non-exempt
Engineering Aide	UR-1	non-exempt
Environmental Health Agent	PT-5	non-exempt
Equipment Mechanic	W-5	non-exempt
Facility Operations Shift Supervisor	UR-5	exempt/executive
Finance and Procurement Coordinator	NR-6	exempt/administrative
Finance Committee, Executive Secretary	NR-4	exempt/administrative
Financial System Application Manager	PT-6	exempt/professional
Fire Captain	F-3	non-exempt
Fire Chief	N-5 *	exempt/executive
Fire Director of Administrative Services	PT-5	exempt/administrative
Fire Lieutenant	F-2	non-exempt
Firefighter	F-1	non-exempt
Garage and Equipment Supervisor	N-1	exempt/executive
GIS/Database Administrator	PT-5	exempt/professional
Glazer/Craftsperson	BT-2	non-exempt
Heavy Motor Equipment Operator	W-4	non-exempt
Human Resources Administrator	NR-3	non-exempt
HVAC Technician	BT-3	non-exempt
Inspector of Buildings	M-2	exempt/executive
Inspector of Plumbing & Gas	NR-4	non-exempt
Inspector of Wires	NR-4	non-exempt
Laborer 2	W-2	non-exempt
Laborer 3	W-3	non-exempt
Library Assistant	SS-2	non-exempt
Library Assistant - Technical Services PT	SS-1	non-exempt
Library Assistant PT	SS-1	non-exempt
Library Children's Supervisor	NR-4	exempt/professional
Library Circulation Supervisor	SS-5	exempt/professional
Library Page	Schedule C	non-exempt
Library Reference Supervisor	NR-4	exempt/professional
Library Technical Services Supervisor	NR-4	exempt/professional
Library Technology Specialist/Archivist	NR-4	exempt/professional
Lineman	FA-1	non-exempt
Local Building Inspector	NR-5	non-exempt
Management Analyst	PT-5	exempt/administrative
Marketing Program Assistant	Schedule C	non-exempt
Master Mechanic	W-7	non-exempt
Network Administrator	PT-4	exempt/professional
Network Manager	PT-6	exempt/professional
New Year's Needham Coordinator	Schedule C	Stipend
Outreach Worker, Council on Aging	PT-2	exempt/professional

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Parking Clerk	NR-1	non-exempt
Parking Enforcement Attendant	SS-2	non-exempt
Personal Computer Specialist	Schedule C	non-exempt
Plumber	BT-3	non-exempt
Plumbing & Gas Inspector Substitute	NR-4	non-exempt
Police Chief	N-5 *	exempt/executive
Police Lieutenant	P-3	non-exempt
Police Maintenance Assistant	NR-1	non-exempt
Police Matron	Schedule C	non-exempt
Police Officer	P-1	non-exempt
Police Sergeant	P-2	non-exempt
Program Coordinator	NR-2	non-exempt
Program Coordinator (PT)	Schedule C	non-exempt
Program Manager	M-1	exempt/executive
Project Manager	M-1	exempt/professional
Public Health Nurse	PT-5	exempt/professional
Public Safety Dispatch Supervisor	UR-4	non-exempt
Public Safety Dispatcher	UR-1	non-exempt
Public Works Craftsworker	W-4	non-exempt
Public Works Inspector	W-6	non-exempt
Public Works Specialist 1	W-4	non-exempt
Public Works Specialist 2	W-5	non-exempt
Public Works Technician	W-5	non-exempt
Pumping Station Operator	W-5	non-exempt
Recording Secretary	Schedule C	non-exempt
Recreation Specialist 1-5	Schedule C	exempt/seasonal
Recreation Supervisor	PT-2	non-exempt
Reference Librarian PT	NR-2	exempt/professional
Reference Librarian/Audio Visual Specialist	NR-3	exempt/professional
Reference Librarian/Program Specialist	NR-3	exempt/professional
Registrar of Voters	Schedule C	Stipend
Resident Site Manager	NR-6	exempt/professional
Retirement Specialist	PT-4	non-exempt
Ridge Hill Ranger	Schedule C	non-exempt
Sealer of Weights & Measures	NR-4	non-exempt
Seasonal Packers/Drivers	Schedule C	non-exempt
Senior Administrative Coordinator	TS-5	non-exempt
Senior Corps Participant	Schedule C	non-exempt
Senior Custodian 1	BC-2	non-exempt
Senior Custodian 2	BC-3	non-exempt
Senior Program Coordinator	NR-5	non-exempt
Senior Program Manager	N-3	exempt/executive

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Senior Trip Coordinator	Schedule C	non-exempt
Social Worker	PT-3	exempt/professional
Special Detail Worker	Schedule C	non-exempt
Student Draftsman and Rodman	Schedule C	non-exempt
Student Intern 1 - 4	Schedule C	non-exempt
Supervisor of Administration/DPW	M-1	exempt/professional
Support Services Manager	M-1	exempt/professional
Survey Party Chief	UR-3	non-exempt
Systems Analyst	PT-3	exempt/professional
Temporary Laborer/Trades Assistant	Schedule C	exempt/seasonal
Town Accountant	M-2	exempt/executive
Town Counsel	Schedule C	exempt/professional
Town Engineer	N-4	exempt/professional
Town Manager	Contract	exempt/executive
Town Treasurer and Tax Collector	M-2	exempt/executive
Traffic Supervisor	Schedule C	non-exempt
Traveling Meals Coordinator	NR-2	non-exempt
Tree Climber	W-4	non-exempt
Van Driver - COA	Schedule C	non-exempt
Warehouse Person	BT-1	non-exempt
Water Treatment Facility Manager	UR-6	exempt/executive
Wiring Inspector Substitute	Schedule C	non-exempt
Working Foreman	W-6	non-exempt
Youth Center Worker 1 - 5	Schedule C	non-exempt

SCHEDULE A STIPENDS

All Stipends must be approved by the Town Manager prior to payment.

(Additional compensation for specific assignments)

(1) Said Director shall be the Superintendent of Public Works within the meaning of Section 20 to 30, inclusive of the Needham Special Home Rule Charter Act (Acts of 1971, c. 403), and shall be appointed in the manner and shall exercise the powers and duties of such Superintendent, specified in said act.

(2) Additional \$75.00 per month when assigned to and performing the duties of Deputy Tree Warden.

(3) Additional \$600.00 per year when assigned to and performing the duties of Workers'

Compensation Agent

(4) Additional \$1,500 per year when performing the duties of Assistant Parking Clerk

(5) Additional \$1,200 when assigned to and performing the duties of Registered Land Surveyor as designated by the Director of Public Works.

(6) Additional \$1,200 when an employee other than the Assistant Town Manager/Finance Director is designated as the Chief Procurement Officer.

(7) Designated Wiring Inspector in accordance with M.G.L. c. 166 s 32.

(*) Compensation set by employment agreement in accordance with M.G.L. c. 41 s. 108O